



# Africa Personnel Services Company Profile

## Project Labour Staff Outsourcing

Africa Personnel Services recruits and employ workers across Namibia, Botswana and Zambia to suit every customer's needs across all skill levels. Charges are normally based on an hourly rates, dependent on the number of employees on-site.

*Current industries serviced by APS:*

- Mining
- Fishing
- Retail & Wholesale
- Construction
- Hospitality
- Manufacturing
- Tourism
- Financial Services
- Agriculture
- Medical, hospital
- State owned enterprises
- Logistic Companies
- Renewable Industry

## About Us

As the market leader in Namibia, Africa Personnel Services (APS) has been offering employment solutions since 1996. Our international footprint has allowed us to ensure a sound experience for both companies offering employment and individuals seeking employment.

## Why Us

Our business is built on sound Human Capital principles, while offering all of our clients the highest levels of loyalty, integrity and respect. We pride ourselves on offering a personal experience that adds value and ensures sustainable business growth in Namibia.

# Think Staff, Think



## Recruitment

With detailed industry knowledge and a team of trained recruitment consultants, APS Recruitment Services will handle all job advertisements on various social media platforms. Our team does not only consist of e-recruitment specialists but, include scouts in the field to search for best talent and will perform the initial engagement, skills evaluation, background checks, preliminary interviewing till offer negotiation to serve our client. We offer our clients a broadbase network of not only Namibian, Botswana or Zambian citizens, but also candidates from abroad. Our recruitment consultant teams are dedicated to fill permanent positions within any company e.g. Skilled, Middle Management, Executives through to Strategic and Policy positions.

## Temps

Should one of your staff members be unable to come to work for a short or extended period of time, APS has temporary staff available for all sectors to assist where needed, without your company having to go through the expense of advertising, recruitment and selection.

## Staff Transport

Transport is provided to APS Staff placed at the client's premises, as well as to the client's staff at the client's request.

## Mobile Medical Services

A healthy staff member is a productive staff member. APS Mobile Medical Services provides a range of services on site to clients. With qualified staff available on your door step, annual testing, health and wellness is made easy by APS Mobile Medical Services. Packages tailored to your specifications, helps you look after your staff whilst focusing on your core business.

## Merchandising

APS has designated merchandising teams throughout Namibia, Botswana & Zambia which consist of a supervisor and his team. APS has installed a Bluetooth beacon system in each retail store that records the work rate of each Merchandiser via a Smartphone. This Bluetooth App offers accurate feedback to our clients and ensures that merchandisers are on workstation.

*The following Key Performance Indicators will apply:*

- Increased brand awareness with product visibility.
- Increased stock availability resulting in increased sales.
- Increased image with stock being cleaned.
- Increased stock rotation.

- Increased shelf space.
- APS assists with stock returns.
- Sales volume per month will be given to APS to use as a guideline to generate sales.
- WhatsApp groups are created with key people, to ensure optimum, immediate communication.
- APS merchandisers report low stock levels via WhatsApp groups, avoiding out of stock situations.
- Merchandisers obtain continuous training to ensure effective merchandising principles.
- Clients monitor their sales volumes monthly, share this info with APS and determine whether their sales volumes have increased, thus justifying the cost of merchandising.



## Field Marketing Services

We all accept the 80/20 principle and we used this as a basis of all services.

Most sales happen in a small area and if one can focus on that area the overall quality of the company service will improve. APS will, on behalf of our Clients, focus on the 20 area, which in many cases is neglected, and make sure your customers in the area are not neglected, and even striving for increased sales.

Boasting with a very large footprint across Namibia, Botswana & Zambia and with APS teams of off-loaders and merchandisers already represented throughout these three countries, we now also offer you Field Marketers that will take orders and crucial information daily and send it to you and keeping you well informed at all times. This saves you the massive expense of a representative traveling every second week but still gives you daily access to your customers.

## Offloading

APS have employed designated teams for several towns country-wide, which consist of a supervisor and his team. Each town's team will be responsible for their own truck's offloading and loading.

As communication will play a vital role during this exercise, a WhatsApp group is created with the necessary contacts to ensure optimum communication. Within this WhatsApp group we will be notified when the truck departs from its depot, the arrival time at its destination and whether there are any delays along the way. (If not notified of any delays, standby time will be charged.) Our team's supervisors will make the necessary arrangements according to the information via the WhatsApp group; the teams will be ready for offloading/loading immediately.

### *Advantages are:*

- ✓ More cost effective, productive and efficient.
- ✓ No unnecessary payouts for idle time.
- ✓ No traffic fines for overloading of people.
- ✓ Shifting fixed employee/transportation cost to a variable cost - resulting in saving on expenses.
- ✓ Faster turnaround time for trucks.
- ✓ More control over the trucks and its drivers.

## IR Services

**Industrial Relations has become an absolute essential for any business and when not handled correctly and within the legislation parameters it can have very serious repercussions for a company.**

Few companies are familiar with the in depth and correct proceedings of Industrial Relations and APS offers you this service within the parameters of the Government Labour Legislation. Industrial relations play a very important role in the smooth day to day running of a company avoiding conflict between owners, management and staff resulting in exceptional relationships and work conditions and avoiding downtime and strife.



## Health & Safety

- Emergency Evacuation Planning
- Health & Safety Training (H & S Representative, First Aid Level A, Industrial Fire Fighting)
- General Health & Safety
- Hazzard Identification & Risk Assessment
- Induction & Safety Awareness

# Hospitality Training Centre

APS deliver well trained, equipped and professional Staff for the Hospitality industry and Event Management Companies. This in detail training occurs at our first-class Guesthouse situated at 11 Robert Mugabe Avenue where one can experience the finest Namibian experience served by our trained staff with your ideal Coffee Shop by day and wine and dine by night.

- Waiter(s) and Waitron(s)
- Bar Tender(s)
- Frontline Staff and Hostess
- Kitchen Assistance
- Chef's
- Food Handlers
- Professional Sales and Customer Service

# Cleaning

We offer professional, commercial and industrial cleaning services. Our team of cleaners are well trained equipped. We clean for both appearance as well as hygiene purposes and will ensure that your warehouse, office, factory, store or construction area present a spotless and bacteria free working environment,

- Factory Cleaning
- Commercial
- Industrial Cleaning
- Office and stores Cleaning



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